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ABSTRACT

This document is a compilation of charts that outline the major activities conducted in the study, planning, and preparation phases of the Virginia Beach, Virginia, 45-15 year-round education pilot program. The critical incidents chart identifies the major events of this period from the initiation of a feasibility study through the actual pilot program implementation. Each of the task charts identifies, by department and office, the specific accomplishments necessary to the department's effective implementation of the pilot program. The division and unit role assignment charts identify the decision-making process in the research and development effort of the planning and preparation phase of the pilot program. (Author)

The Planning and Preparation Phase of the Virginia Beach, Virginia Pilot Program of Year-Round Education

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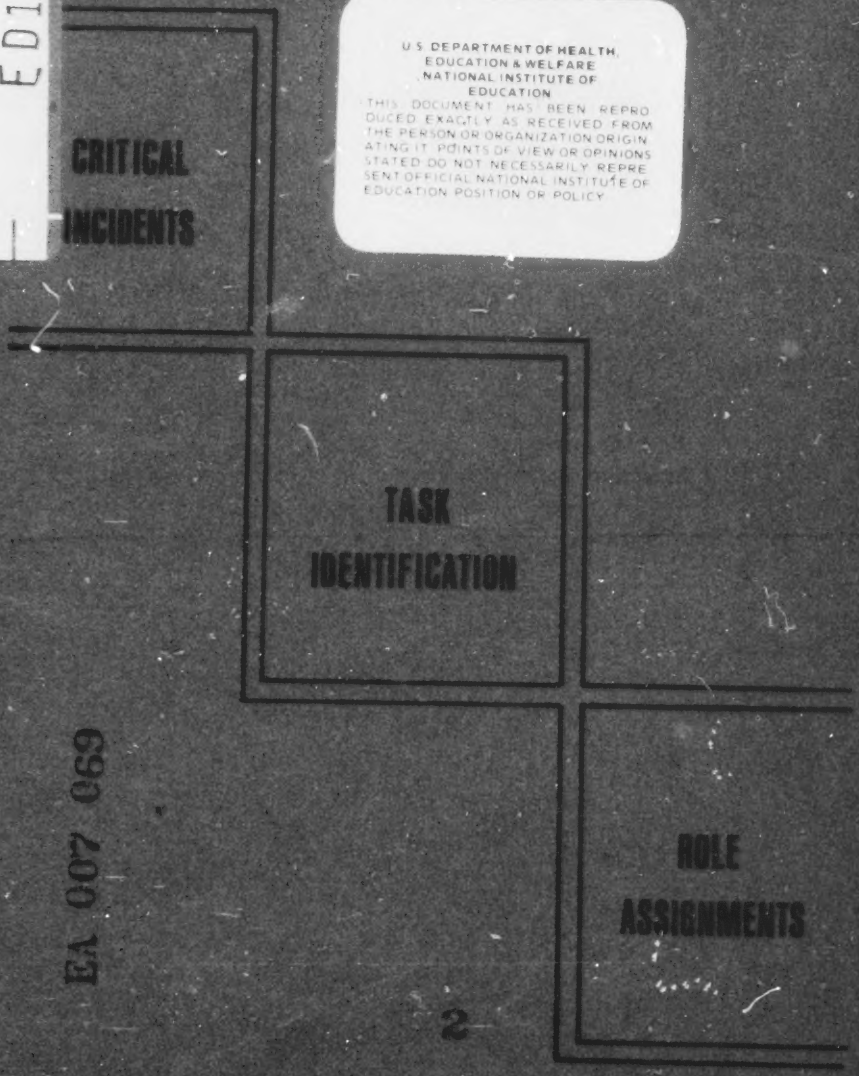

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INTRODUCTION

This document is a compilation of charts which outline the major activities conducted in the study, planning, and preparation phases of the Virginia Beach, Virginia, 45-15 year-round education pilot program.

The Critical Incidents chart identifies the major events of this period from the initiation of a feasibility study through the actual pilot program implementation.

Each of the task charts identify by department and office, the specific accomplishments necessary to the department's effective implementation of the pilot program.

The division and unit role assignment charts identify the decision-making process in the research and development effort of the planning and preparation phase of the pilot program.

CRITICAL INCIDENTS

Activities	Explanation	Start	Finish
PRELIMINARY INVESTIGATION 00C101	At the request of the School Board, a specially appointed committee began to compile data on year-round education. Visitations were made to other school systems and year-round education publications were researched as part of the investigation.	12/11/69	1/12/71
FEASIBILITY STUDY 00C102	The Office of Research, Planning and Development collected and analyzed date, conducted community surveys, attended seminars and workshops, and compiled a bibliography to determine if year-round education was a feasible means of alleviating overcrowding in Virginia Beach schools.	1/13/71	9/23/71
ALTERNATIVES REPORT 00C103	The Office of Research, Planning and Development presented, "A Consideration of Alternative Means of Housing the Pupil Population" at a public School Board meeting. Year-round education programs were examined in the report with the 45-15 cycled-attendance method listed as feasible for Virginia Beach.	9/23/71	9/23/71
SPECIAL COMMITTE REPORT 00C104	A School Board committee on pupil housing examined the alternatives report and met with citizens from every borough of the City before recommending a combination of solutions to the over-crowded classroom problem.	9/23/71	11/16/71
PUBLIC MEARINGS AND SURVEYS 00C105	The School Board's special committe on pupil housing conducted surveys and public hearings in each of the City's six boroughs to seek public guidance in solving the problem of over-crowding.	9/23/71	11/16/71

Activities	Explanation	Start	Finish
SCHOOL BOARD DECISION	The School Board committed itself to a combination of alternative means of providing additional classrooms for the pupil population of Virginia Beach. Among the alternatives was a bond referendum for school construction and a pilot program of year-round education on the elementary level.	11/16/71	11/16/71
PUBLIC APPROVAL 02C107	After a vigorous public information effort was conducted to inform the citizens of the School Board's commitment, the public voted in favor of the school bond referendum for new school construction. With this approval also came implied approval of the year-round education pilot program.	1/03/72	2/08/72
STATE GRANT APPLICATION 05C108	Application was made to the State Department of Education for a Research and Development Grant to help finance the planning and preparation phase of a pilot program of 45-15 year-round education in Virginia Beach.	5/12/72	5/21/72
RECEIPT OF GRANT 06C109	The State Deaprtment of Education, Office of Research and Development notified Virginia Beach that the City public school system had been awarded a $75,000 grant to help finance the planning and preparation phase of the City's pilot program of 45-15 year-round education.	5/21/72	6/06/72
ANNOUNCEMENT OF 45-15 PLANS 06C110	The Virginia Beach Superintendent of Schools met with news media representatives to detail the City's plans for year-round education and name a number of elementary schools that were under consideration for participation in the pilot program.	6/07/72	7/07/72

Activities	Explanation	Start	Finish
DESIGNATION OF "PERT" TEAM 07C111	The Virginia Beach City Public School system entered into contracts with outside consultants to monitor all activities conducted in conjunction with preparation to implement the 45-15 pilot program. The Consultants were to use the Program Evaluation and Review Technique to monitor internal staff and external research agency activities in order to validate and certify the findings of the pilot program.	6/06/72	9/01/72
DETERMINATION OF RESEARCH DESIGN COMPONENTS 07C112	The areas of the pilot program to be investigated during the evaluation are identified.	11/16/72	7/15/72
ADOPTION OF THE YEAR-ROUND (45-15) CALENDAR 07C113	The School Board officially approves the 1973-74 attendance calendar for the year-round education pilot program schools.	7/18/72	7/18/72
CONSTRUCTION OF "PERT" NETWORK 08C114	Identification of the basic tasks to be accomplished during the planning and preparation phase of the 45-15 pilot program is completed and the information is converted to a visual, charted presentation (PERT network)	10/05/72	11/14/72
DESIGNATION OF RESEARCH AGENCIES 09C115	The Virginia Beach City Public School system enters into contracts with external research agencies which will participate in the pilot program research design.	7/15/72	11/14/72
DESIGNATION OF PILOT SCHOOLS 09C116	The School Board officially designates the schools that will participate in the 45-15 year-round education pilot program.	7/03/72	9/19/72

Activities	Explanation	Start	Finish
ADOPTION OF REVISED CURRICULUM 11C117	The School Board takes official action on the staff recommendations for revising the curriculum in the 45-15 pilot schools to fit the requirements of the year-round education program.	12/18/72	12/18/72
DESIGN OF RESEARCH 12C118	The final design is constructed of the research models to be used in evaluation os the Virginia Beach 45-15 pilot program of year-round education.	10/27/72	2/26/73
PUPIL ASSIGNMENT 13C119	Parents of students in the 45-15 pilot school attendance zones are given written notification of their childrens' specific attendance group and provided with a calendar outlining the school attendance of each group for the entire year.	1/12/73	1/12/73
BUS SCHEDULING 15C120	Written notification is made to parents whose children are attending pilot schools informing them of the bus routes and schedules for their schools.	5/18/73	5/25/73
ALLOCATION OF RESOURCES 15C121	Allocation of personnel, materials, funds and equipment is made to each of the pilot program schools.	2/01/73	3/30/73
SCHOOL PLANT PREPARATION 17C122	Necessary air conditioning and maintenance in the pilot schools is completed.	10/20/72	5/01/73
COLLECTION OF DATA 17C123	All baseline information in the pilot and evaluation of the pilot program is compiled.	2/01/73	5/18/73
SUMMATIVE EVALUATION 18C124	PERT Team submits its completed evaluation of the planning and preparation phase of the 45-15 year-round education pilot program.	2/09/73	6/15/73
IMPLEMENTATION 18C125	A pilot program of 45-15 year-round education begins in selected elementary schools in Virginia Beach.	6/18/73	6/18/73

Research, Planning & Development

Organizational Objective: To plan, coordinate and evaluate all aspects of the planning and preparation phase of the 45-15 cycled-attendance pilot program, overseeing the plant preparation and public information aspects of the program and insuring congruence between program objectives and results.

ACTIVITIES	Explanation	Start	Finish
Preliminary Investigation 00RD011	To coordinate the activities of the committee which was appointed by the School Board to compile data on year-round education.	12/11/69	1/12/71
Feasibility Study 00RD012	To collect and analyze data. Conduct community surveys, attend seminars and workshops, and compile a bibliography from which a feasible means of alleviating overcrowding in Virginia Beach schools can be determined.	1/13/71	9/23/71
Alternatives Report 00RD013	To present a report on alternative means of housing the pupil population which includes a discussion of the best alternatives.	9/23/71	9/23/71
Assessing Public Opinion 00RD014	To provide to the special School Board committee information on methods for determining the opinion (the public on ways to solve the overcrowding problem)	9/23/71	11/16/71
Design of Year-Round Calendar 07RD01	To design a 45-15 calendar which will allow for economic and efficient use of material and human resources while not significantly disrupting the life style of the parents and students and still maintaining at least the same level of education as the traditional school year.	2/10/72	7/18/72
Selecting Possible Schools for Consideration of Pilot Program 06RD02	To collect, analyze and submit to the School Board information to support RPD's decision as to which schools should be considered for participation in the pilot program.	5/10/72	6/07/72

TASK IDENTIFICATION (RPD)

ACTIVITIES	EXPLANATION	START	FINISH
Research Design 07RD03	To construct an overall research design for the program as well as provide all external agencies with data they need to develop their research models (includes identifying components to research design)	5/21/72	7/15/72
Designation of Pilot Schools 11RD04	To provide construction and population projection data on each of the 11 schools under consideration plus a recommendation of those schools most desirable for the program.	6/07/72	9/19/72
Identify Research Evaluators 11RD05	To identify who will evaluate each of the research components	7/15/72	11/14/72
Identify Objectives and Tasks 11RD06	To identify objectives, programs and organizations which all the components of the research design can use as standards for judging if the planning and preparation phase is being completed as planned.	9/19/72	10/26/72
Formative Evaluation 17RD07	To conduct monthly evaluations of the progress os the pilot program towards the implementation date, to be researched by the State Department of Education (includes evaluation by external research agencies.	10/01/72	5/01/73
Attendance Zones 13RD08	To provide construction and population data to pupil personnel and the office of instruction for determining elementary attendance zones.	12/10/72	1/12/73
Revised Calendar 13RD09	To provide for the addition of two holidays to the 45-15 calendar. (Washington's birthday and Veteran's Day)	1/04/73	1/05/73
Collection of Data 17RD10	To collect all data necessary in the research and evaluation of the pilot program.	2/01/73	5/18/73
Survey Working Mothers	To determine by way of a short questionnaire to all Virginia Beach families with children in Virginia Beach school system, what the problems are concerning working mothers and possible solutions to the problem.	3/10/73	4/15/73

UD 3/1/73

Public Information

Activities	Explanation	Start	Finish
Press Conference 06PI01	The Virginia Beach Superintendent of Schools will meet with the news media to make the first official release of information concerning plans for year-round education as possible participants in the pilot program. An announcement will also be made about receipt of a grant from the State to help defray implementation costs.	6/07/72	
Discussion with the School Board on 45-15 Planning Progress 06PI02	An open discussion will be held with the School Board to inform the Board members of the staff's progress in the planning and preparation phase of the 45-15 pilot program. "Rough" public information materials will also be presented.	6/23/72	
Preparation of a Letter to be Mailed to Every Registered Voter and Others in the City of Virginia Beach 07PI03	A communication will be sent out from the School Superintendent outlining what action has been taken on promises made by the School Board during the bond referendum campaign in January and February, 1972. The letter will include a status report on plans for implementing the 45-15 comments about other methods of alleviating over-crowding in the City schools.	6/10/72	Before 7/15/72
Presentation of a Brief Program of 45-15 to City Council 07PI04	Most of the information presented to the School Board will also be given to City Council along with an explanation of how 45-15 will be implemented in Virginia Beach and a status report on the implementation plans.	7/17/72	
Presentation on 45-15 to Curriculum Workshop 07PI05	A brief presentation will be made to a group of teachers working to revise the elementary curriculum to meet demands of 45-15. Basic information will be given on 45-15 and what Virginia Beach plans, to give the group a better understanding of its task.	7/18/72	

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Activities	Explanation	Start	Finish
Preparation of a Slide/Tape Presentation about 45-15 in Virginia Beach Plans 07PI06	A 10 to 15 minute slide/tape presentation will be prepared explaining what 45-15 is and how it will be implemented in Virginia Beach. The presentation will also point out the reasons for the program and the benefits that could evolve from it.	6/30/72	7/30/72
Preparation of Briefing Material for Speakers 07PI07	An information package will be prepared for speakers who will be presenting the slide/tape program to various audiences. The package will include background information on year-round education, 45-15, and Virginia Beach's overcrowded classrooms.	6/30/72	7/31/72
Establishment of a Speaker's Bureau 08PI08	A group of personnel from within the school system will be selected to participate in a speaker's bureau. This group will give the slide/tape presentation and relate facts about 45-15 to various audiences throughout the City.	Prior to August 1, 1972	
Preparation of a 45-15 Letter to Parents 17PI09	The first of a series of progress reports to parents will be prepared in letter form and mailed to the individual homes. Each report will give the status of 45-15 implementation plans and information about the program.	7/31/72	5/15/73
Begin a Series of Presentations on 45-15 (Slide/Tape Program) to Coffee Groups in Individual Homes 17PI10	Members of the speaker's bureau will begin talks to small groups in homes to explain 45-15 to the people on a personal basis.	8/2/72	5/30/72
Begin a Series of Talks and Slide/Tape Presentations to Civic and Fraternal Organizations, PTAs, Military Groups, Etc. 17PI11	Members of the speaker's bureau will extend the scope of their speaking engagements to the organizational level throughout the City to gain understanding and assistance with implementation of 45-15 in Virginia Beach.	8/31/72	5/30/73

Activities	Explanation	Start	Finish
Special Edition of Internal Newsletter 09PI12	A special edition of the internal newsletter, THE CATALYST, will be prepared containing only year-round educationa materials and facts about Virginia Beach's 45-15 plan to inform all of the system's teachers about the program and its effects on them.	9/20/72	9/27/72
Make Television Appearances 17PI13	A school system spokesman will make appearances on local tv shows to discuss year-round education and Virginia Beach 45-15 plans.	9/28/72	5/ /73
Participate in Radio Interviews 17PI14	A school system spokesman will discuss year-round education and Virginia Beach 45-15 plans on local radio talk/interview shows.	9/29/72	5/ /73
Prepare Monthly Progress Report on 45-15 Plans for Public Release 17PI15	A periodic status report in the form of a feature story will be released to the news media to keep it aware of implementation plan progress.	12/15/72	5/30/73
TV News Assistance 17PI16	Local television news features on 45-15 plans, problems and benefits will be encouraged as plans before solidified.	1/10/73	5/ /73

UD-3/1/73

Personnel Department

Activities	Explanation	Start	Finish
Contracts, salaries 09PE01	Decisions will have been made regarding types of contracts, methods for determining salaries and which personnel must work the entire school year.	8/01/72	9/01/72
Faculty meetings 09PE02	Meetings will be held with faculties of the designated schools to explain the various types of contracts, salaries.	9/25/72	9/28/72
10PE02A	Meetings with instructional personnel from the other 33 elementary schools	10/3/72	10/24/73
10PE02B	Other faculty meetings	10/3/72	10/26/73
Designation of staff members participation 12PE03	Information is to be received from principals of designated schools as to which staff members, both instructional and classified, do not wish to participate in the 45-15 year-round education pilot program. Information is to be received from the non-designated schools as to which staff members wish to be considered for participation in the 45-15 year-round education pilot program.	12/1/72	12/15/72
Personnel allocation 15PE04	The following information will be received from the appropriate departments:	2/1/73	3/1/73
15PE04A	1. Number of classroom teachers allocated, by grade level for each of the designated schools.	2/1/73	2/28/73
15PE04B	2. Number and type of specialists to be assigned to each school.		
15PE04C	3. Within the framework of each individual schools, principals should designate the period of time each classroom teacher will be under contract.		
15PE04D	4. Number and type of classified personnel allocated for the designated schools.	2/1/73	2/28/73
15PE04E	5. Number and routes (or daily hours) for bus drivers for each of the schools.		

Personnel Department

Activities	Explanation	Start	Finish
Personnel assignment 15PE05	Staff members for all instructional and classified positions will have been assigned for the designated schools.	1/2/73	3/30/73
15PE06	Conferences concerning 45-15	1/2/73	1/31/73

TASK IDENTIFICATION

UD 3/01/73

Curriculum Revision

Activities	Explanation	Start	Finish
Preliminary Investigation 05CR01	Discussion and research conducted by elementary supervisory staff to identify possible effects on a 45-15 school calendar on current curriculum plan in order to provide basis for revision. Basic approaches to curriculum revision identified by staff.	4/24/72	5/05/72
Development of Curriculum Revision Proposal 05CR02	Proposal for curriculum revision prepared by Elementary Department. Proposal included rationale for revision, analysis, staffing of workshop, and budget estimates. Proposal submitted to Research and Planning Department.	5/05/72	5/10/72
Approval of Curriculum Development Proposal 06CR03	Research director reviewed proposal, and incorporated into application for funding to State Department of Education - Research Division. Proposal was approved by State with modification in funding. Research director notified Instruction Department of approval.	6/15/72	6/15/72
Selection of Workshop Personnel 06CR04	Elementary supervisors and director identified teaching personnel to be contacted about participation in workshop. Individual teachers contacted by supervisors to determine interest and availability. List of participants for each curriculum area submitted to director. Project coordinator selected by Director of Instruction and approved by the Division Superintendent. Workshop participants notified by letter about workshop details.	6/01/72	6/30/72
Curriculum Development Workshop 08CR05	Pre-planning is conducted by Project Coordinator, Director of Instruction, and certain supervisory personnel. Four-week workshop with thirty-six teacher participants is conducted by Project Coordinator and supervisors. Curriculum is reviewed and revised, guide materials are written for each curriculum area.	7/03/72	8/11/72

TASK IDENTIFICATION (CR)

Activities	Explanation	Start	Finish
Editing and Printing of Curriculum Guide Materials 10CR06	Project Coordinator edits materials produced by workshop participants, arranges professional leave for workshop participants when rewriting is necessary, supervises typing of guide materials, and arranges for printing and binding of materials.	8/14/72	11/30/72
Development of Record Keeping and Reporting Precedures 18CR07	The designing of record keeping forms and procedures compatible with 45-15 calendar.	1/02/73	6/01/73

(Transfer Activity to Office of Instruction - PERT chart as of 2/01/73

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School Organization and Management

Objectives:

To develop plans and procedures for elementary schools operating on a 45-15 calendar which will promote efficient management of the school program and maximum utilization of facilities. To conduct activities which will lead to the successful initiation of a 45-15 school program.

Activities	Explanation	Start	Finish
Preliminary Investigation 10SM01	A listing of elements of school organization and management which will require modifications of current practices and procedures will be developed by principals and instruction department staff.	7/1/72	7/1/72
Preparation of Principals' Handbook 13SM03	A description of modified procedures and practices relative to management of a 45-15 school will be prepared by pilot school principals and instructional department staff.	11/01/72	1/31/73
Determination of Attendance Groups Within School Zone 11SM02	Individual pilot schools and Pupil Personnel Office will identify attendance groups A, B, C, and D within zone and will determine probable distribution of students by grade level.	9/19/72	12/31/72
Pupil Assignment to Attendance Group	Written notification to parents of students of attendance group assignments will be made by the schools.	11/01/72	1/12/73
Determination of Staff Requirements for Individual Schools 13SM05	Individual pilot schools, Instruction Department, and Personnel Department will determine personnel needs of school based on projected enrollment.	11/01/72	2/9/73
Selection of Staff 15SM06	Presentations of curriculum plan to interested personnel by Instruction Department will be conducted. Schools and personnel Department select personnel to be assigned to pilot schools.	12/01/72	3/30/73

UD-3/1/73

Activities	Explanation	Start	Finish
Determination of Bus Assignments 15SM07	Schools will prepare written notification to parents regarding bus routes and other pertinent information about the transportation services.	5/18/73	6/1/73
Development of Building Utilization Plan 16SM08	Individual schools will determine classroom space needs for each attendance group, space needs for special programs and activities, and assign classroom space based on plan of utilization. (Chart each space, determine use each 45-day period.)	1/2/73	4/13/73
Determination of Room Assignments (Initial) 18SM12	Schools will prepare written notification to parents of each student's room assignment.	5/01/73	6/06/73
Determination of Materials, Supplies, Equipment Needs 15SM03	Individual schools will assess the inventory of materials, supplies, equipment in relation to curriculum plan and projected enrollment, determine requirements and file purchase requisitions.	2/01/73	3/30/73
Determination of Plan for Storage and Distribution 16SM10	Individual schools will develop plans and procedures for efficient distribution of instructional materials and supplies.	2/01/73	4/13/73
Preparation of Schedules 17SM11	Individual schools will prepare schedules for various special programs and services to be operated within the school.	3/31/73	5/31/73
Development of a Plan for Staff Orientation Program 18SM13	Individual schools will plan and conduct activities which will orient the school staff to planned program and to responsibilities for conducting the program.	5/01/73	6/17/73

Department of Pupil Personnel

Activities	Code	Explanation	Start	Finish
Designation of Pilot Schools	07PP01A	Request projections of number of elementary age children in 11 school zones, as of July 1974, from Research, Planning and Development.	7/03/72	7/03/72
	07PP01B	Request design capacity of the 11 schools under consideration for 45-15 pilot program from Research, Planning and Development.	7/06/72	7/06/72
	07PP01C	Receive projections of number of elementary age children in 11 school zones, as of July, 1974, from Research, Planning and Development.	7/19/72	7/19/72
	08PP01F1	Compare projected enrollment, 1973-74, of 11 designated schools with their building capacities based on 45-15 program.	7/20/72	8/11/72
	09PP01F2	Prepare for submission to Division Superintendent no later than 9/05/72	8/11/73	10/15/72
Pupil Assignments	12PP02A	Obtain from principals of those schools designated for 45-15 pilot program, enrollment of students, by grade level, by streets and sub-divisions. Obtain some information from principals of schools bordering 45-15 pilot schools, as necessary.	11/08/73	11/26/73
	12PP02B	Re-zone elementary attendance zones.	11/30/72	1/12/72

Activities	Code	Explanation	Start	Finish
	12PP02C	Sub-divide each of the 45-15 pilot school attendance zones into four sub-zone groups of equal elementary age population.	12/18/72	1/12/73
	12PP02D	Advise principals of attendance zone groups within school zones.	1/01/73	1/12/73
School Zone Descriptions, Maps	14PP03A-Prepare	Prepare and distribute school zone boundary booklets and maps.		
	14PP03B-Distribute		2/01/73	

12A

TASK IDENTIFICATION

Supply Department

Activities	Explanation	Start	Finish
Additional Equipment 18SU01	Requisitions for and delivery of any additional equipment required for 45-15 plan. (Desks, chairs, audio-visual equipment, etc.)	2/01/73	
State and City adoptions of textbooks for elementary and secondary schools 13SU02	Approved listing of textbooks including NEW ADOPTIONS from Department of Curriculum and Instruction		
Receipt of requisitions for textbooks at supply section 14SU03	Requisition for textbooks from schools on quantity of textbooks required.		
Procurement of textbooks from publishers 15SU04	Prepare and mail orders for all textbooks.	2/16/73	
Primary writing, art and clinic supplies	Requisitions for art and clinic supplies for 1973-74 18SU05A - 1st Increment 24SU05B - 2nd Increment (Outside Plan & Prep Phase)	3/01/73 Second Increment	First Increment 6/10/73 12/10/73
Custodial Supplies 18SU06	Requisitions for custodial supplies	12/15/72	3/15/73
Delivery of textbooks 19SU07		4/20/73	5/20/73
Printed matter and special forms	Requisitions for special forms and printed material.	4 weeks prior to need	Delivered as needed

Finance Department

Activities	Explanation	Start	Finish
Payroll - Regular 13FI04	Obtain from Personnel Department names and salary for all persons employed in the program (Professional and Classified)	12/01/72	1/30/73
Payroll - Substitute 13FI03	Estimate average cost per month for substitutes in all positions on basis of 12 month employment.	10/01/72	1/30/73
Operating Budget - Revision			
1. Expenditures 09FI01	Make projection of cost for all utilities (water, sewage, electricity), Maintenance, and Fixed Charges.	9/01/72	9/30/73
2. Revenue 12FI02	Verify eligibility for State and Federal funds and determine local funds needed.	10/01/72	12/30/72

TASK IDENTIFICATION

Maintenance Department

Activities	Explanation	Start	Finish
Briefing Maintenance and Supply Personnel 10MA01	Information concerning 45-15 plan as it relates to the Maintenance and Supply, by the Director of Maintenance and Supply.	10/21/72	
Prepare Custodial Schedule 10MA02	Prepare custodial schedule, based on total unit year-round cleaning system by the Supervisor of custodial services.	9/01/72	10/20/72
Custodial In-Service 12MA03	An in-depth training program on unit cleaning for maids and custodians assigned to 45-15 schools. To be held in the Business Affairs Assembly Room.	2/01/73	2/01/73
Special Maintenance Projects 18MA04	Advise the Director of Maintenance and Supply of all special maintenance projects that relate to building structures and designs.	10/01/72	1/01/73
Plant Inspection 18MA05	Supervisor of Maintenance and Director of Maintenance and Supply inspect assigned 45-15 plants for general routine maintenance.	10/01/72	1/01/73
Personnel* 18MA06	Advise Assistant Superintendent for Business Affairs of the need for one additional mechanic and helper in air-conditioning.	2/01/73	2/01/73
Air conditioning 18MA07	Leadman and air conditioning mechanic review operation procedure with Research, Planning & Development Technical Assistant.		6/26/73
Install Additional Shelving at Plaza and Windsor Oaks Schools 18MA08	*Please request that all Custodial Personnel assigned in the 45-15 schools be placed on a year-round basis, and the substitute custodial personnel will be available for annual and sick leave.		6/18/73

TASK IDENTIFICATION

Food Service Department

Activities	Explanation	Start	Finish
Briefing Workers and Managers 08FS01	Information concerning 45-15 plan as it pertains to cafeteria workers and managers	9/28/72	
Briefing Truck Drivers 12FS02	Transportation of Food	9/20/72	12/31/72
Salary and Contracts 12FS03	Discuss the managers and workers	11/01/72	12/31/72
Survey of managers and workers interest 13FS04	Who wants to work all year.	11/26/72	1/31/73
Inform State School Lunch Superintendent 12FS05	Name and number of schools should be reported in order for proper allocation	11/01/72	12/31/72
Employ Workers and Managers 16FS06	Contracts mailed	4/01/73	
Bids - Food Equipment 17FS07	Get specifications ready. Bids out and in.	2/01/73	70%
Transportation 17FS08	Arrange schedule for delivery of commodities.	3/01/73	5/01/73
Maintenance and Custodial Help 12FS09	Consult with Mr. J. D. White. What is to be done and who will do it.	11/01/72	12/01/72
Arrange for in-service training for managers and workers 17FS10	June 11 - 15	1/01/73	5/01/73

Activities	Explanation	Start	Finish
Plan menus 15FS11	Consider weather and involve managers, send to managers and principals	2/01/73	25%
Discuss reporting procedure and payment of bills 15FS12	Deposits, etc. Expenditures.	2/01/73	90%

TASK IDENTIFICATION

Transportation Department

Activities	Explanation	Start	Finish
Briefing Drivers 08TR02	Information concerning the 45-15 plan as it pertains to bus drivers will be explained at a meeting at First Colonial High School at 9:00 a.m.	8/29/72	8/29/72
Pupil Assignment 09TR03	Review the attendance zones with the Pupil Assignment Committee	1/08/73	2/20/73
Routes, Stops, & Drivers 10TR04	Determine routes, stops and number of drivers needed.	1/08/73	10/20/72
Contracts and Salaries 08TR01	Determine terms of contracts and salaries	1/03/73	
Survey of Driver Interest 10TR05	Survey drivers to determine those interested in driving the 45-15 plan.	11/20/72	2/01/73
Briefing of Interested Drivers 11TR06	At this time, interested drivers will be informed of the details concerned with driving the 45-15 plan.	11/30/72	2/10/73
Employ Drivers 17TR07	Issue contracts to drivers	4/01/73	5/01/73
Information Sent to Schools 17TR08	Notify schools of names of drivers, buses, assigned schedules, routes and stops.	5/01/73	5/18/73
Publication of Routes 18TR09	Publish information relative to schedules, routes and stops.	6/01/73	6/11/73

Virginia Beach City Public Schools
Role Assignment at the Division Level
for the Planning and Preparation Phase
of the 45-15 Pilot Program

Project Roles

Areas of Responsibility	Determination of Purpose and Objectives	Designation of Pilot Schools	Determination of Research Design	Designation of Monitoring Agents	Designation of Research Agents	Revision of Curriculum	Determination of Pupil Calendar	Determination of Teacher Calendar	Determination of Teacher Contractual Arrangements	Determination of Resource Allocations	Assignment of Pupils	Education of the Public	Collection of Baseline Data	Evaluation of Planning & Preparation Phase	Modification of Policy & Procedure
DIVISION LEVEL															
School Board	D	D	A	A	A	D	A	A	A	A	A	A		I	A
Superintendent	R	R	D	D	D	R	D	D	D	D	D	D	I	I	D
Department of Curriculum and Instruction	I/EX	I	I			I/EX	I	I	I	R	I	I	I	I	R/EX
Department of Supportive Services	I/EX	I	I				I			R	R/EX	I	I	I	R/EX
Department of Business Affairs	I/EX						I			R/EX		I	I	I	R/EX
Department of Personnel	I/EX	I	I			I/EX	R	R/EX	R/EX	R		I	I	I	R/EX
Office of Research, Planning & Development	C/E EX	C/I	R	R	R	C/E	R	I	I	R	I	R EX/E	E		R EX/C
PERT/CPM Team	C/E		EX/E										E	I/EX	R/EV
Achievement Research Agent	C/E		EX/E										EX	I	
Community Survey Agent	C/E		EX/E									C/E	EX	I	I
Cost Research Agent	C/E		E/E										EX	I	

D - Decide
A - Approve
R - Recommend
C - Collect Data
EX - Execute
I - Provide Data
E - Evaluate

Virginia Beach City Public Schools
Role Assignment at the Unit Level
for the Planning and Preparation Phase
of the 45-15 Pilot Program

Project Roles

Area of Responsibility	Determination of Program Objectives	Determination of Pilot School Boundaries	Research Design	PERT/CPM Network	Curriculum Revision	Pupil Calendar	Teacher Calendar	Teacher Contractual Arrangements	Allocation of Resources	Pupil Assignment	Public Information	Evaluation of Planning and Preparation Phase	Policy and Procedure Modification
UNIT LEVEL Office of Instruction	I/EX	R/I		I	I/R	I	I	I	I/EX	I	I	I	C/I/EX
Pilot School Principals	EX		I/C	I	I	I	I	I		I/EX	I	I	R/EX
Pilot Program Curriculum Committee	L/EX			I	EX	I					I	I	R/EX
Adjustive Services	EX	R/EX		I		I			I/EX	R/EX	I	I	R/EX
Transportation	EX			I		I			I/EX		I	I	R/EX
Finance	EX		I/C	I		I			I/EX		I	I	R/EX
Maintenance	EX		I/C	I		I			I/EX		I	I	R/EX
Purchasing	EX		I/C	I		I			I/EX		I	I	R/EX
Food Services	EX			I		I			I/EX		I	I	R/EX
Elementary Personnel	L/EX		I/C	I		I	R/EX	R/EX	I/EX		I	I	R/EX
Public Information	EX		I	I		I					R/EX	I	R/EX
Plant Planning	EX		I	I		I			I/EX			I	R/EX
Research, Planning and Development	L/C/R/EX/E	C/I	R/C/E	I	C/E	C/R/EX		C/E	I/EX	I/C	C/I/E	R/C/EX	E/C/R

D - Decide R - Recommend I - Provide Input E - Evaluate

A - Approve C - Collect Data EX - Execute